

## **Questionnaire for Selection of Classes**

### **#610 Effective Use of Numbers, or**

### **#615 Basic Statistics**

This questionnaire has been developed to help you determine which course will meet your needs. Sometimes participants find themselves in the course that is either too easy or too difficult for them. This self-scoreable survey should help you get into the right one.

Please take a few minutes to respond to the following questions. Follow the scoring instructions to determine which course will best meet your needs.

1. Do you feel intimidated when you have to work with numbers?  
(Little intimidation) 1 2 3 4 5 6 7 (Tremendous Intimidation)
2. What is the average of the following numbers: 13, 9, 4, 7, 26, 6?
  1. 10.83
  2. 10.8
  3. Is this a trick? 1 and 2 above are the same, aren't they?
  4. I don't know
3. When I have to prepare a written report for management, I know exactly how to collect data and present it in the report.
  1. Almost all the time
  2. Sometimes
  3. Rarely
  4. If someone shows me what to do
  5. I am very good with words and rarely use numbers to get my point across
  6. I avoid using numbers
  7. What's data?
4. If a person will start work in the middle of October and work only 10 days out of 21 days, how much should they be paid of their \$2000 per month salary?
  1.  $(\$2000)(10/21)$
  2. \$952.38
  3. Half of \$2000 = \$1000
  4. They should make more than \$2000 per month
  5. I don't know
5. What is the median for the numbers presented in question #2 above?
  1. 8.0
  2. 10.833333
  3. What's a median?
  4. I don't know
6. In problem #4 above, the payroll clerk calculated that the person was employed on October 18 and should be paid less. How much should they be paid according to the payroll clerk?
  1. \$903.23
  2. \$838.71
  3. How is this being calculated?
  4. I don't know

7. Considering problems #4 and #6 above, which method of calculation works to the benefit of the employer--the number of days worked or the number of days employed?
1. 14/31
  2. 10/21
  3. What? Are you crazy?
  4. I don't know
8. How anxious did you feel as you responded to these questions?  
(Not Anxious) 1 2 3 4 5 6 7 (Very Anxious)

**Scoring Instructions:** Point values are the numbers that you circled as your answers. Add up the point values of your answers and place the total here \_\_\_\_\_.

**Interpretation:**

- If you scored MORE than 17 points, you should consider taking course #610 Effective Use of Numbers. This is a more basic and beginning course and afterwards you could take #615 Basic Statistics with a sense of confidence.
- A 6 or 7 on questions #1 or #8 may indicate that you would benefit from course 610 even though you scored 17 points or less.
- If you feel comfortable working with numbers and scored 17 points or less but need help in preparing written reports that use data, then you might also consider the following STC courses:
  - 611 - Introduction to Analytical Staff Work
  - 612 - Developing Analytical Skills
  - 613 - Program Analysis and Evaluation
  - 515 - Administrative Writing
- If you need help in selecting the course that will meet your needs, please call the State Training Center at (916) 445-5121.

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